

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
DECEMBER 12 - 16, 2016**

**MONDAY, DECEMBER 12, 2016**

*4:30 pm	Neville Public Museum Governing Board	3 <sup>rd</sup> Floor Boardroom, Neville Museum 210 Museum Place
*5:30 pm	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

**TUESDAY, DECEMBER 13, 2016**  
(No Meetings)

**WEDNESDAY, DECEMBER 14, 2016**

*5:30 pm	Education & Recreation Committee	Room 200, Northern Building 305 E. Walnut Street
----------	----------------------------------	---

**THURSDAY, DECEMBER 15, 2016**  
(No Meetings)

**FRIDAY, DECEMBER 16, 2016**

*10:00 am	Revolving Loan Fund Committee	Room 391, Northern Building 305 E. Walnut Street
-----------	-------------------------------	---

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

---

**NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

**AGENDA**

**December 12, 2016**

**4:30 p.m.**

**Neville Public Museum**

**Boardroom**

**3<sup>rd</sup> floor**

---

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
  - a. Budget, program and outreach update
  - b. Finalize 2017 meeting dates and times
- IV. Deputy Director Report
  - a. Review participation of Neville Public Museum Cellar Series
  - b. Update on temporary exhibit roles and responsibilities
- V. Such other matters as authorized by law
- VI. Adjournment

Kevin Kuehn, Chair

*Please contact Beth Lemke at 448-7848 if you cannot attend this meeting*

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc\_county\_board@co.brown.wi.us

## EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernie Erickson, Erik Hoyer,  
Richard Schadewald, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, December 12, 2016

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of October 24, 2016 and November 2, 2016 and

### Comments from the Public

1. Review Minutes of:
  - a) Brown County LEAN Steering Committee (September 1, 2016).

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

### Communications

3. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *July motions: To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify possible penalties and bring back. Carried 5 to 2; Motion to refer the current complaint to the Ethics Board for review. Held for 90 days.*
4. Reconsideration of Vote: Communication from Supervisor Evans re: Reconsider Item #10f (from October's County Board meeting agenda) – An Ordinance Amending Section 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure". *Referred from November County Board.*
5. Communication from Supervisor Moynihan re: For your consideration, I hereby request the Executive Committee direct Internal Auditor Dan Process to commence and complete an audit of the 750 Fund (Health/Dental). *Referred from November County Board.*
6. Communication from Supervisor Becker re: This communication is a request that the Executive Committee draft a proclamation that reaffirms our (Brown County Board's) support for the DARE Program. *Referred from November County Board.*
7. Communication from Supervisor Campbell re: To work with Corporation Counsel to draft a resolution recognizing deceased employee, Robert Welsing Jr., for his years of service to Brown County. *Referred from November County Board.*
8. Communication from Supervisor Schadewald re: That County Code and policy be examined relating to pay increases, health insurance, employee benefits and any other policies concerning employee compensation so that each is a separate resolution at budget time. *Referred from November County Board.*

**Resolutions, Ordinances**

9. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as “Extra Pay” and “Policy”. *Referred to December from October County Board.*

**Reports**

10. Brown County Financial Statement Results–Levy Funded Departments as of October 2016.
11. **Internal Auditor Report**
- a) Board of Supervisors & Veterans’ Recognition Subcommittee Budget Status Report – September 2016 (Unaudited).
  - b) Board of Supervisors Budget Status Report – October 2016 (Unaudited).
  - c) Status Update: October 1 – November 30, 2016.
12. **Human Resources Report**
- a) Resolution re: Ratifying a Memorandum of Understanding with the Sheriff’s Department Non-Supervisory Employees Labor Association.
  - b) Resolution re: Ratifying the Sheriff’s Department Supervisory Employees Labor Association 2015-2016 Labor Agreement.
13. **County Executive Report**

**Other**

14. Such other matters as authorized by law.
15. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **EDUCATION & RECREATION COMMITTEE**

John Van Dyck, Chair  
Staush Gruszynski, Vice Chair  
Corrie Campbell, Kathy Lefebvre, Paul Ballard

### **EDUCATION & RECREATION COMMITTEE**

**Wednesday, December 14, 2016**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

### **PLEASE NOTE DATE & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 17, 2016.

#### **Comments from the Public**

1. Review Minutes of:
  - a. Neville Public Museum Governing Board (November 14, 2016).

#### **Communications – None**

#### **Museum**

2. Museum Budget Status Financial Report for October 2016.
3. Museum Director's Report.

#### **NEW Zoo**

4. Budget Status Financial Report for October 2016.
5. Budget Adjustment Request (16-110): Any increase in expenses with an offsetting increase in revenue.
6. Zoo Director's Report and Zoo Monthly Activity Reports.

#### **Park Management**

7. Budget Status Financial Report for October 2016.
8. November 2016 park attendance and field staff reports.
9. Assistant Director's Report.

### **Library**

10. Budget Adjustment Request (16-108): Reallocation between two or more departments, regardless of amount.
11. Library Employee Banked Sick Leave.
12. Director's Report.
13. Library Report.
  
14. **Golf Course** - Budget Status Financial Report for October 2016.
15. **Resch Centre/Arena/Shopko Hall** –Complex Attendance for November 2016.

### **Other**

16. Audit of bills.
17. Such other matters as authorized by law.
18. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**AGENDA**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Friday, December 16, 2016**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 391**  
**Green Bay, WI 54301**  
**10:00 a.m.**

**ROLL CALL:**

Robert Patrickus \_\_\_\_\_  
Charles Riley \_\_\_\_\_

Ron Van Straten, Chair \_\_\_\_\_  
Chad Weininger \_\_\_\_\_

**ORDER OF BUSINESS:**

1. Approval of the minutes of the November 11, 2016, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Battle House GB, LLC (Craig & Diedre Knapp).

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Warrior Jungle, LLC (Drew & Craig Knapp).

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

4. Update regarding status of existing Brown County Economic Development Revolving Loans.
5. Other matters.
6. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.



## DECEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8 CJCB 8:00 am	9	10
11	12 Executive Cmte 5:30 pm	13	14 Ed & Rec Cmte 5:30 pm, Rm 200, Northern Bldg	15	16	17
18	19 Land Con 6 pm PD&T 6:30 pm - Tentative	20 Veterans Recognition Subcmte 4:30 pm @ Airport	21 Spec Admin - 5:30 pm Spec Pub Sfty - 5:45 pm <b>Board of Supervisors 6:00 pm</b>	22	23 <i>County Board Office Closed</i>	24
25 	26 <i>County Board Office Closed</i>	27	28 Human Services Cmte has been moved to Jan 5 @ 5:30 pm	29	30 <i>County Board Office Closed</i>	31 <i>County Board Office Closed - January 1st</i>



## **BROWN COUNTY COMMITTEE MINUTES**

- Library Board (October 20, 2016)
- Local Emergency Planning Committee (November 15, 2016)
- Transportation Coordinating Committee (September 12, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, **October 20, 2016 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** MIKE AUBINGER, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

**EXCUSED:** CHAD BIANCHI, MARISSA MELI, and BOB NIELSEN

**ALSO PRESENT:** Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Brown County Supervisor Guy Zima.

**I. CALL TO ORDER** President Aubinger called the meeting to order at 5:19 p.m.

### **II. APPROVE AGENDA AND MINUTES**

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Jeske, to approve the agenda and the September meeting minutes. **Motion carried.**

**III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

### **CLOSED SESSION**

**Open Session:** Discussion and possible motion with roll call vote to convene in closed session. **Motion** by Vander Leest, seconded by Wagner, to move into closed session. Roll call vote: Aye: Jeske, Van Dyck, Vander Leest, Running and Aubinger. Nay: None. **Motion carried.**

**Closed session:** Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session - discuss and negotiate with developer, Lexington Realty International, a possible future East Branch Library site at East Town Mall.

**Motion** by Jeske, seconded by Wagner, to return to open session. **Motion carried.**

### **Reconvene in Open Session: Approve any action that may have been recommended in Closed Session.**

It is the feeling of the Board to continue to consider the East Town Mall location as an option. The Board supports proceeding with the feasibility study proposed to be conducted by HGA. If the mall turns out to be a viable option, a letter of intent will be submitted to the developer. At this time, a letter will be sent indicating that the mall is one of three options being seriously considered along with library minutes and agendas as needed. **Motion** by Van Dyck, seconded by Running, to suspend the rules and open the floor to allow Supervisor Zima the opportunity to address the Board. **Motion carried.** Supervisor Zima noted that the developer has depicted that the library participation is critical to deal. He questioned why the Library Board is considering a rent that is two and a half times the current rent. He thought the County Board (funders) should have been talked to before any talks with the developer took place. He brought up that there had been a proposal last year to close a branch to balance the budget and doesn't understand why there is a willingness to increase costs. He doesn't feel the mall developer should be encouraged. Aubinger reiterated that there are three options being considered for a future East Branch and the Library Board plans to investigate all three options and decide on the best one. The Library Board will go to the funders after the feasibility study evaluating all three sites is complete. He expressed that he doesn't think the county should spend \$300,000 on Pulaski when the East Branch is a true need but they are. Zima again stated that it is not fair to lead them (the developer) along if not a viable option.

**Motion** by Van Dyck, seconded by Wagner, to return to regular business. **Motion carried.**

Vander Leest asked if the Ad Hoc East Branch Committee is dissolving. It was agreed, per Running's suggestion, that the committee (Simons, Vander Leest, Van Dyck, Bianchi, and Running) could evaluate the HGA feasibility assessment, once complete, and report back to the Library Board. Simons meets with BCL Foundation, who will be asked to fund the study on November 3. HGA should be ready to get started right away.

Van Dyck would like to see a communication sent to the City of Green Bay stating that the East Town Mall location is one of three options and these sites are under consideration only at this time.

*Supervisor Zima left the meeting at 6 pm.*

#### **IV. LIBRARY BUSINESS**

##### **A. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. The personnel line item is looking improved due to savings achieved through leave reimbursement (short-term disability) and open positions. An overage is still projected but upcoming situations may change that. Simons spoke with the County's Finance Director who agrees that money previously set aside for employees' payouts (banked sick leave, etc. paid out at retirement) and held at the County should follow the library's employees. This is an employee benefit. A designated fund exists for employees funded by county. About \$36,000 would be owed to the library for the sick leave payouts the library funded since 2013, and an additional amount for banked vacation. Another roughly \$80,000 in liabilities currently still exist in just sick leave payouts; including banked vacation, this would be more. Van Dyck asked for this topic to be added as a specific line item for Ed & Rec meeting. **Motion** by Vander Leest, seconded by Jeske, to approve the September, 2016 financial report and September, 2016 Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
September 2016**

##### **Gifts & Donations**

09/07/16	Vickie Bettinger-In Memory of John Bettinger	325.00	Adult Titles and/or CD's, DVD's
09/07/16	John & Gisela Brogan-In Memory of John Bettinger	100.00	Adult Titles and/or CD's, DVD's
09/07/16	Patricia & Douglas Stading-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Ted & Jane Conrad-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Louis Seiler-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/07/16	Sisters of St. Francis of the Holy Cross	200.00	Cellcom Children's Edible Garden
09/07/16	Anonymous	10.00	Ashwaubenon Furniture
09/14/16	Jeff & Carey Wickman Family-In Memory of Jeff Kaftan	20.00	Adult Titles
09/14/16	Kathleen Maloney/Mark Villwock-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/14/16	Lexi & Mike Nelsen & Family-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Jolayne & Jerrold Ollmann-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Dawn Cavil-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Mary Zaborski	1,000.00	Children's Programming
09/14/16	K. Pelishek	10.00	Ashwaubenon Furniture
09/21/16	Branch Buddies of the Brown County Library	381.86	Programming & Supplies
09/28/16	Karen & Steven Sumnicht - In Memory of John Bettinger	65.00	Adult Titles and/or CD's, DVD's
09/28/16	Bank of Kaukauna - In Memory of John Bettinger	200.00	Adult Titles and/or CD's, DVD's
09/28/16	Friends of Brown County Library	489.54	Programming & Supplies
09/30/16	Kathy Goldman-In Memory of Enid Smeall	25.00	Children's Materials
	Ashwaubenon	38.59	Donation Box
	Bookmobile	3.50	Donation Box
	East		Donation Box
	Weyers/Hilliard	15.25	Donation Box
	Central Circulation	53.80	Donation Box
	Kress		Donation Box
	Pulaski	28.25	Donation Box
	Southwest	27.74	Donation Box
	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 3,208.53</b>	

##### **Federal & State Grants**

9/30/2016	Nicolet Federated Library System	\$ 4,555.18	Collection Development
9/30/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 6,638.51</b>	

**Motion carried.**

**V. APPROVE CHILD SAFETY POLICY Motion** by Vander Leest, seconded by Running, to approve the Child Safety Policy. **Motion carried.**

**VI. APPROVE LIBRARY SECURITY INTERN POSITION DESCRIPTION** Simons explained that the current security firm indicated that they were not interested in renewing their contract that expires 10/31 at the current rate. They would renew at double the rate. The library felt that better service could be found for a reasonable rate. With the suggested intern position, a few more coverage hours would be gained. This security intern position is modeled like those in the city's CSI program. Running asked if there are any liability issues with the county having a security officer. The intern would be a library employee. **Motion** by Vander Leest, seconded by Wagner, to amend the rules in order to combine agenda item 6 and 7 and to approve the library security intern position contingent on Corp Counsel's and Risk Management's approval and to approve the budget adjustment to transfer funds from contracted services to personnel for the library security intern. **Motion carried.**

**VII. APPROVE BUDGET ADJUSTMENT TO TRANSFER FUNDS FROM CONTRACTED SERVICES TO PERSONNEL FOR LIBRARY SECURITY INTERN**

**VIII. APPROVE 2017 RESOURCE LIBRARY AGREEMENT** Simons noted that the only change (in 2B) gives more flexibility for NFLS to provide funds for a different (not designated) database. **Motion** by Vander Leest, seconded by Running, to approve the 2017 Resource Library Agreement. **Motion carried.**

**IX. FACILITIES REPORT**

**A. Facilities Manager's Report** Central bathrooms renovation update: the second and third floors will be complete around mid-November; the lower level by the end of November, and the first floor by Christmas. The Kress study rooms will be constructed over the next two months. This project can be completed done during open hours.

**B. Update on East Branch Facility Options** No update. The Board will review the feasibility study once complete.

**X. PRESIDENT'S REPORT** No report. Wagner commented that he was not pleased with the disparaging remarks about the director made by Supervisor Zima. The Library Board supports the actions of the director. In support of moving forward on a new East Branch, Jeske asked, "What facilities get noticed - it's those that have been invested in. If there is a good case and valid case to invest money, it should be done. A modern facility also improves staff retention and is an attraction to public." Aubinger supports buying and does not favor rent. Vander Leest commented that other locations have needs and the board shouldn't put all its eggs in one basket - the needs of the other branches should be determined. Aubinger replied that approach works year by year but this is a long-term scenario and it is in the best interest of the library to own long-term. Issues with rented building (East) have been going on for 20 years. Simons also noted that we can't be short-sighted on need for size. It is important to build to the size we need for the future.

**XI. LIBRARY DIRECTOR'S REPORT** Simons followed up with the Boys & Girls Club on a co-lease option. While they have an interest, they are not in the position to move forward at this time. Aubinger asked if other non-profits have been approached. Vander Leest suggested that the GGBCF could send a letter. This could be pursued after a plan has been determined.

September was library card sign up month and at least 396 replacement cards were issued system-wide. The Weyers-Hilliard/Pulaski supervisor has resigned and has accepted the position as director of the Manitowoc Public Library. This opening now provides the opportunity to restructure. At Central, the Circulation and Books & More desks have been combined to one "Customer Service" service point. These departments will also be merged which result in freeing up staff.

Ed & Rec met and the library's budget was presented. Approved were \$12,332 for self-check replacements at the East and Ashwaubenon branches and one personnel request totaling \$22,057 to increase the hours of 37.5 hour Youth Services staff to 40 hours per week.

**XII. OLD BUSINESS** None.

**XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**XIV. ADJOURNMENT**

**Motion** by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:50 p.m.

**NEXT REGULAR MEETING**

**Note date: December 8, 2016**

**Central Library | 5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, November 15, 2016 @ 13:30 at Brown County EOC.

---

PRESENT: Lauri Maki, Jerad Preston, Russ Phillips, Mike Schoen, Steve Johnson, David Simmons, Adam Butry.

---

- CALL MEETING TO ORDER:

The meeting was called to order by at 13:31.

- APPROVAL OF AGENDA:

**A MOTION WAS MADE BY RUSS PHILLIPS TO APPROVE THE AGENDA. MIKE SCHOEN SECONDED.**

- APPROVAL OF MINUTES:

**A MOTION WAS MADE BY MIKE SCHOEN TO APPROVE THE MINUTES. STEVE JOHNSON SECONDED.**

- LEPC ROUND TABLE:

- Russ Phillips talked about looking at having EM do a drill/scenario involving a fork lift accident on Packer Sunday. Looking at Feb/Mar
- David Simmons talked about also coordinating a drill/tabletop exercise. Russ advised to possibly offer Fire/PD tours of facility. David stated he just wants business to be prepared.
- Mike Schoen talked about Green Bay plant taking over duties of Georgia plant and now functioning at 96% of capacity. They are also adding additional cooling.
- Steve talked about the past This is Public Health event where 400 people attended. They vaccinated 229 individuals at the free flu clinic. They are looking at doing another one in the future. Steve also asked about possible Code Red demo.
- Adam Butry talked about some mass casualty drills they ran in October, they went well. A helicopter also lifted 14 HVAC pieces between St V's and Bellin for a new OR imaging process that is being built. Also spoke on new partnership with Door Co Memorial.

- COMMITTEE REPORTS:

- A. EXECUTIVE COMMITTEE

- No report.

- B. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- Mike Schoen reported OMNOVA made donations to Howard Fire, Eagle III, and Wisconsin Hazmat Assoc

- C. PLANNING COMMITTEE
  - No Report
- OTHER REPORTS:
  - A. ARES/RACES UPDATE
    - No report.
  - B. RECENT SPILLS
    - October 3, 4357 CTH U, Wrightstown, UNK amount of Manure
    - November 11, Intersection of HWY 32/57 & HWY 96, 40 Gal Diesel Fuel
  - C. PUBLIC/PRIVATE PARTNERSHIP
    - Jerad spoke about offering the EOC to private companies and improving relationships with them – businesses such as Kwik Trip, Menards, State Farm, American Family, and others.
    - Steve suggested getting a position on the committee that deals specifically with public/private partnerships
  - D. EM REPORT
    - Lauri Maki introduced himself, Jerad Preston talked about siren testing and briefed committee on Code Red Mass Notification System. Also spoke about a possible future case study on a chemical mixing mistake in Kansas.
- PUBLIC COMMENT
  - No public comment.
- SUCH OTHER MATTERS AS AUTHORIZED BY LAW

None
- ADJOURN

**A MOTION WAS MADE BY JERAD PRESTON TO ADJOURN AT 14:22. APPROVED BY ADAM BUTRY, RUSS PHILLIPS SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Lauri Maki  
BCEM

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 12, 2016**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:15 a.m.**

**ROLL CALL**

Diana Brown (Curative Connections)	<u>x</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Vincent Caldara (MV Transportation)	<u>x</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Corrie Campbell (BC Board of Supervisors)	<u>x</u>	Mary Schlautman (ADRC of Brown County)	<u>x</u>
Brandon Cooper (Oneida Nation)	<u>      </u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Mallory Cornelius (ASPIRO)	<u>      </u>	Lisa Van Donsel (ADRC of Brown County Board)	<u>Exc</u>
Pat Finder-Stone (Citizen Member)	<u>Exc</u>	Derek Weyer (Wisconsin DOT NE Region)	<u>      </u>
Patty Kiewiz (Green Bay Metro)*	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Greg Maloney (Lakeland Care District)	<u>x</u>	Genny Willemon (BC Human Services)	<u>      </u>
Linda Mamrosh (Citizen Member)	<u>x</u>	John Withbroe (Green Bay Transit Commission)	<u>      </u>
Barbara Natelle (Syble Hopp School)	<u>      </u>	Vacant (BC Executive Department)	<u>      </u>

**Others Present:** Lisa Conard, Essie Fels for Patty Kiewiz, Devon Christianson, and Christel Giesen

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15 a.m.

1. Approval of the June 13, 2016, TCC meeting minutes.

A motion was made by M. Schlautman, seconded by S. Popp, to approve the June 13, 2016, TCC meeting minutes. Motion carried.

2. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2017 Section 5310 Program funding awards.

C. Runge stated that in May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2017 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

On August 30, 2016, the Brown County TCC Section 5310 Program Application Review Subcommittee met to discuss and develop overall scores for the following two applications:

- **Curative Connections**<sup>1</sup>: Funding for a minibus with eight ambulatory positions and one wheelchair position and a minivan with five ambulatory positions and one wheelchair position.

<sup>1</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.



Total Project Cost: \$88,000

**Requested Section 5310 Program Funding: \$70,400** (80 percent of the total project cost)

- **Green Bay Metro:** Funding for a Mobility Manager Program that serves all of Brown County.

Total Project Cost: \$118,983

**Requested Section 5310 Program Funding: \$75,000** (63 percent of the total project cost)

C. Runge noted that after discussing the applications and each subcommittee member's scores, the scores were combined and averaged to create the following overall scores for the applications:

- Curative Connections Vehicles: **89 of 100 possible points**
- Green Bay Metro Mobility Manager Program: **87 of 100 possible points**

C. Runge reported that the subcommittee members agreed that both projects should receive CY 2017 Section 5310 Program funding because they will be beneficial to seniors and people with disabilities. However, because the total requested amount of Section 5310 funding exceeds the amount available by \$487, the subcommittee recommended that the project with the highest average score (Curative Connections Vehicles) be awarded the requested amount of \$70,400 and that Green Bay Metro's Mobility Manager Program be awarded \$74,513 (\$487 below Metro's requested amount).

A motion was made by S. Popp, seconded by M. Schlautman, to recommend to the Brown County Planning Commission Board of Directors the distribution of CY 2017 Section 5310 Program funds for the Green Bay Urbanized Area as follows:

<b><u>Section 5310 Program funding available in CY 2017 for the Green Bay Urbanized Area:</u></b>	<b><u>\$161,014</u></b>
Administration funding awarded to Green Bay Metro as the Section 5310 Program's DR:	\$16,101
<b>Section 5310 Program funding available for eligible projects in CY 2017:</b>	<b>\$144,913</b>
CY 2017 Section 5310 funding awarded to Curative Connections:	\$70,400
CY 2017 Section 5310 funding awarded to Green Bay Metro:	\$74,513
<b>Remaining CY 2017 Section 5310 Program balance:</b>	<b>\$0</b>

Motion carried. The following TCC members, having a vested interest in the outcome, abstained: Diana Brown, Essie Fels, Vincent Caldera, and Tina Whetung.

T. Whetung asked for feedback regarding the Curative Connections application.

C. Runge agreed to do so.

C. Runge thanked the TCC members who volunteered to be on the review subcommittee.

C. Campbell expressed concerns regarding the Mobility Coordinator and Travel Trainer positions being under the supervision of a city department.

Discussion regarding the funding of the positions occurred:

Funding for the program is as follows:

- Federal Section 5310 – The Brown County Planning Commission Board of Directors assigns funds to specific projects. In 2017, the amount requested is \$74,513.
- State 85.21. The ADRC Board allocates funds to specific transportation programs. It is expected that 85.21 funds will cover approximately 20% of the Mobility Management program in 2017 (with funding approval in fall of 2016).
- Federal Section 5307 and State 85.20. Green Bay Metro is the recipient of these funds and will offset the balance of the program's costs (includes in-kind such as phones, office space, etc.).

ADRC staff noted that the contract and/or Memorandum of Agreement (MOU) between Green Bay Metro and the ADRC will emphasize the countywide nature of the program. In addition, there are a number of reporting requirements associated with the grant. The funding for the program will need to be applied for and approved annually.

3. Discussion about the stakeholder meeting that will be held for the 2016 Brown County Coordinated Public Transit – Human Services Transportation Plan.

L. Conard stated that BCPC Transportation staff will be hosting the required county meeting for the *Coordinated Public Transit – Human Services Transportation Plan* effort on:

**Tuesday, September 27, 2016**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**9:15 a.m.**

L. Conard invited TCC members to the meeting and distributed meeting flyers for members of the TCC to bring back and display at their respective agencies.

L. Conard provided an overview of the plan process.

*Fixing America's Surface Transportation (FAST Act)*, the current federal transportation law, requires the creation of a "locally developed coordinated public transit-human services transportation plan".

In cooperation with the Wisconsin Department of Transportation, the Brown County Planning Commission (BCPC) staff is responsible for this requirement in Brown County.

*Plan process requires the following elements:*

1. Complete an *Inventory of Transportation Services* in the county that serve seniors, individuals with disabilities, and low income individuals.
2. Facilitate a *County Meeting* which includes representatives from public, private, and nonprofit transportation and human service providers, as well as participation from the public.
3. Develop an *Action Plan*.

4. Review and approve a *Program of Projects* falling under Federal Section 5310.

L. Conard emphasized the significance of the Action Plan component:

- identifies gaps & concerns with transportation services
- identifies possible solutions
- identifies the responsible parties; and
- identifies roadblocks to implementation

L. Conard noted that the *Coordinated Plan* is unique in that it does not go to any local commission, committee, or government body for approval. It is a plan developed by the county meeting participants. MPO staff facilitates the meeting and attendees suggest items to include in the plan. MPO staff takes the suggestions back to the office and writes the plan and submits it to the meeting participants for review.

The completed plan will be submitted to WisDOT staff. WisDOT staff reviews the plan and determines if the federally required **plan process** was followed and **required elements** were included in the plan. If found to be the case, WisDOT staff will notify the Federal Transit Administration (FTA) that the requirements have been met. This will allow federal Section 5310 funds to flow into the Green Bay Urbanized Area.

L. Mamrosh asked for examples of action plan items.

L. Conard noted that prior to the formation of the TCC, it was identified as a need. In addition, a need for a mobility management program has been identified in the plan since 2006.

L. Conard stated that she anticipates expanded transportation services, particularly for nontraditional hours, and funding to be top issues.

L. Mamrosh stated she plans on attending the meeting.

J. Tetzlaff asked if the meeting was open to the public.

L. Conard noted that the public is invited to participate.

4. Round robin discussion about specialized transportation services in Brown County.

L. Mamrosh stated that she called *Bring It*. *Bring It* is a local company that specializes in running errands for persons with disabilities and/or seniors. *Bring It* will deliver groceries directly to the client's home. However, due to insurance reasons, the client cannot ride in the *Bring It* vehicle.

G. Maloney of the Lakeland District - Managed Care Organization (MCO) stated that they have contracted with Lee Transportation to provide services to clients. Lee Transportation has been able to accommodate after-hours hospital discharge trips. Lee Transportation is new to the area and may offer rides to other agencies or individuals.

G. Maloney also reported that he expects an uptick in the demand for transportation services for clients between the ages of 18-24 who seek employment in the community as a result of recent DVR (Division of Vocational Rehabilitation) initiatives. G. Maloney noted and S. Popp confirmed that many of these clients live on the fringe of existing urban transportation services. G. Maloney noted that one client uses Lamers Bus to transport himself into the urban area where the client can then take a Green Bay Metro bus to his final destination.

C. Runge noted that the Brown County Rural Specialized Transportation Study recently prepared by Aaron Schuette of the Brown County Planning Commission recommends that the service provided by Curative be expanded to cover the fringe urban area.

T. Whetung confirmed that Curative is looking to expand service in that area.

5. Other matters.

The next meeting of the TCC is scheduled for:

**Monday, December 5, 2016  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.**

6. Adjourn.

C. Runge adjourned the meeting at 11:14 a.m.